

# Conduct Audit Workpaper Report

**Client Name:** Cust2

**Audit No:** CUST0002/AUD/25/00024 - Statutory Audit ICAI Template

<b>Workpaper Name:</b>	12345
<b>Created By and Date:</b>	Partner1, 02/08/2025
<b>Workpaper No:</b>	CUST0002/AUD/25/00024/WP005
<b>Reviewed By and Date:</b>	,
<b>Type of Test:</b>	Examination
<b>Status:</b>	Closed
<b>Exceeded Materiality:</b>	Yes
<b>Auditor Hours Spent:</b>	2
<b>Notes/Steps:</b>	124
<b>Deviations/Exceptions Noted:</b>	1233
<b>Critical Audit Matter(CAM):</b>	1312132
<b>Conclusion:</b>	2`12`1
<b>Attachments:</b>	0
<b>Workpaper Name:</b>	Trade Receivables
<b>Created By and Date:</b>	Partner1, 31/07/2025
<b>Workpaper No:</b>	CUST0002/AUD/25/00024/WP004
<b>Reviewed By and Date:</b>	,
<b>Type of Test:</b>	Inquiry, Inspection, Observation
<b>Status:</b>	WIP
<b>Exceeded Materiality:</b>	No
<b>Auditor Hours Spent:</b>	2
<b>Notes/Steps:</b>	<p>a) Obtained the list of the customers of the Company along with their balances and ageing.</p> <p>b) Obtained the listing of trade receivables classified between disputed and undisputed.</p> <p>c) Obtained the ledger dump of the parties to verify the transactions.</p> <p>d) Identified the parties to whom the direct confirmation is to be sent.</p>
<b>Deviations/Exceptions Noted:</b>	<p>Analysis of Trade Receivables has been done according to two basis:</p> <ul style="list-style-type: none"> <li>(i) Total trade receivables variance analysis</li> <li>(ii) Customer wise trade receivables variance analysis</li> </ul> <p>The confirmations from all the parties have been received hence there was no requirement for the checking of the subsequent status.</p>
<b>Critical Audit Matter(CAM):</b>	<p>Based on the audit procedures performed and the confirmations received from the parties we have observed the following:</p> <p>1. ....Refer AQM No12, 23 and 34 of Audit Memo</p>

<b>Conclusion:</b>	Based on the audit procedures performed and the confirmations received from the parties we have observed the following: 1. ....Refer AQM No12, 23 and 34 of Audit Memo
<b>Attachments:</b>	0
<b>Workpaper Name:</b>	Share Capital
<b>Created By and Date:</b>	Admin, 11/07/2025
<b>Workpaper No:</b>	CUST0002/AUD/25/00024/WP003
<b>Reviewed By and Date:</b>	Reviewer1, 15/07/2025
<b>Type of Test:</b>	Inspection, Observation, Inquiry
<b>Status:</b>	Closed
<b>Exceeded Materiality:</b>	NA
<b>Auditor Hours Spent:</b>	3
<b>Notes/Steps:</b>	<p>Obtained a lead schedule of share capital for the year ended March 31, 2xx3.</p> <p>2. Verified MCA master data records to check the accuracy of authorized and issued share capital.</p> <p>3. Obtained ordinary resolution at Extraordinary General Meeting with respect to increase in authorized share capital.</p> <p>4. Obtained the list of shareholders as on March 31, 2xx3.</p> <p>5. Obtained list of promoter shareholders as on March 31, 2xx3.</p> <p>6. Obtained share valuation report and assumptions verified thereof.</p> <p>7. Obtain a list and copies of share certificates in respect to which shares issued during the year ended March 31, 20x3.</p> <p>8. Circulated and received direct external confirmation from the shareholders.</p> <p>9. Reviewed presentation and disclosures in the schedule of Balance Sheet and Notes to Accounts of the financial statement drafts provided by the company.</p>
<b>Deviations/Exceptions Noted:</b>	Deviations observed while reviewing the disclosures in the schedule of Balance Sheet. Some exceptions observed in Notes to Accounts of the financial statements.
<b>Critical Audit Matter(CAM):</b>	Deviations observed while reviewing the disclosures in the schedule of Balance Sheet. Some exceptions observed in Notes to Accounts of the financial statements.
<b>Conclusion:</b>	Deviations observed while reviewing the disclosures in the schedule of Balance Sheet. Some exceptions observed in Notes to Accounts of the financial statements.
<b>Attachments:</b>	0
<b>Workpaper Name:</b>	Other Financial Assets
<b>Created By and Date:</b>	Admin, 07/07/2025
<b>Workpaper No:</b>	CUST0002/AUD/25/00024/WP002
<b>Reviewed By and Date:</b>	Reviewer1, 15/07/2025

<b>Type of Test:</b>	Examination, Inquiry
<b>Status:</b>	Closed
<b>Exceeded Materiality:</b>	No
<b>Auditor Hours Spent:</b>	2
<b>Notes/Steps:</b>	<p>a) Fixed Deposits with banks with maturity of 12 months and b) Others</p> <p>Procedures done:</p> <ol style="list-style-type: none"> <li>1) Verified FD movement chart along with interest working.</li> <li>2) Obtained and verified FD copies and bank confirmations.</li> <li>3) Obtained list of other financial assets like security deposits etc.</li> </ol>
<b>Deviations/Exceptions Noted:</b>	All papers are in order and matching with financial statements lead schedule.
<b>Critical Audit Matter(CAM):</b>	On the basis of audit procedure, we reach to a conclusion that nothing adverse was observed for auditors to write any significant observation.
<b>Conclusion:</b>	On the basis of audit procedure, we reach to a conclusion that nothing adverse was observed for auditors to write any significant observation.
<b>Attachments:</b>	0
<b>Workpaper Name:</b>	Cash and Bank
<b>Created By and Date:</b>	Admin, 06/07/2025
<b>Workpaper No:</b>	CUST0002/AUD/25/00024/WP001
<b>Reviewed By and Date:</b>	Reviewer1, 15/07/2025
<b>Type of Test:</b>	Examination, Inquiry
<b>Status:</b>	WIP
<b>Exceeded Materiality:</b>	No
<b>Auditor Hours Spent:</b>	2
<b>Notes/Steps:</b>	<p>a) Obtained the Bank statements of the company on a random basis and specially for the ones of year end.</p> <p>b) Gained an understanding on how bank payments are made by the organization.</p> <p>c) Obtained bank reconciliations for the months of January, 20XX and March, 20XX.</p> <p>d) Obtained Fixed deposit certificate and Interest on FD working at year end.</p> <p>B) Variance Analysis</p> <p>C) Cash Verification</p> <p>D) Balance Confirmation</p> <p>E) Reconciliation</p> <p>F) Interest on Deposit</p>
<b>Deviations/Exceptions Noted:</b>	On the basis of audit procedure, we reach to a conclusion that nothing adverse was observed for auditors to write any significant observation.
<b>Critical Audit Matter(CAM):</b>	While checking the long pending reconciliation item along with

<b>Critical Audit Matter(CAM):</b>	the subsequent clearance status, observed some issues.
<b>Conclusion:</b>	While checking the long pending reconciliation item along with the subsequent clearance status, observed some issues.
<b>Attachments:</b>	0